

California Leadership Institute



April 2002 - December 2002

**Provided by the
University of Southern California**

**Administered by the
Department of Personnel Administration**

Bringing California's Leaders Together

The California Leadership Institute (CLI) brings California's leaders together to provide a rich combination of skills and experiences. Here are some of the benefits you will receive from participating.

- ✓ Share knowledge through networking and class interaction with other participants, USC's faculty, and distinguished speakers
- ✓ Develop contacts and resources for future needs
- ✓ Learn about the dynamics of the collective bargaining process
- ✓ Identify "Best Practices" already in use to avoid "reinventing the wheel"
- ✓ Learn the difference between leadership and management
- ✓ Gain media relations skills
- ✓ Learn how to better serve California citizens through enhanced Customer Service

About the Program

The CLI program is designed to strengthen the leadership skills of senior executives in California government. CLI recognizes that effective leaders:

- Have a grasp of the broader context in which they operate
- Are adept at working within their own organizations and across organizational lines
- Work effectively in groups and team settings

CLI was established in 1999 and is administered by the Department of Personnel Administration (DPA) with courses taught by faculty from the University of Southern California's School of Policy, Planning and Development. More than 150 government executives have graduated from CLI.

Course Curriculum

The curriculum allows participants to practice the skills that will make them more effective leaders.

CLI courses include:

- Leadership
- Leaders as Team Consultants
- Customer Service Principles
- Organizational Motivation Concepts and Practices
- Application of Systems Concepts and Practices
- Strategic Directions and the Role of Government
- Policy Making
- Ethics
- Intergovernmental Relationships and Dependencies
- Role of Labor and Management
- Technology and e-Government
- Working with the Media

Each executive participating in the CLI will work on an interagency project in a cross agency/departmental team. These projects are a significant part of the learning experience during CLI. Each project will have a sponsor at the deputy secretary, director or deputy director level.

How to Register

To register for CLI, complete and submit the Executive Nomination form and Training Request, provided on the following pages.

To be eligible, you must be a Staff Services Manager III equivalent or above and be nominated by your agency secretary or department director. The Executive Nomination form needs to be signed by your agency secretary or department director.

Submit the Executive Nomination form and Training Request to:

Department of Personnel Administration
Training and Continuous Improvement Division
1515 "S" Street, North Building, Suite 108
Sacramento, CA 95814

Tuition: \$4,000.00

Payment: Make the check payable to "State Training Center" and send the check to the Department of Personnel Administration at the address above **prior to attending**

Executive Nomination form, Registration Form, and payment must be submitted by **March 13, 2002**, for the CLI Session beginning April 10, 2002.

If you have any questions regarding the California Leadership Institute, please call:

Vivian Sultan, CLI Coordinator

Department of Personnel Administration,
Training and Continuous Improvement Division
Telephone: **(916) 327-4795** or
E-mail: VivianSultan@dpa.ca.gov

California Leadership Institute

Orientation:
USC
Sacramento Campus

April 10, 2002

**Academic
Residential Week:**
University of Cal Poly
Pomona

May 12-17, 2002

Two-Day Modules:
USC
Sacramento Campus

June 17-18, 2002
August 12-13, 2002
October 7-8, 2002
December 2-3, 2002

California Leadership Institute

Executive Nomination Form

Name of Executive	
Title of Executive	Classification
Agency/Department	
General Organizational Role and Responsibilities:	
Name of Agency Secretary/Department Director nominating Executive	
To the Agency Secretary/Department Director – Please explain why you think this Executive should participate in the CLI program:	

The above named executive is an active leader and contributor in both strategic and operational areas of this organization. I am confident that this Executive, as well as our organization, will benefit from this education and training experience.

The Executive being nominated for CLI and the Agency Secretary, Undersecretary, or Department Director understand that each CLI student will choose a project to conduct during CLI. An Agency Secretary, Undersecretary, or Department Director has selected these projects, which will have cabinet-level sanction. Participants should expect to spend additional time outside of the classroom to work on their selected projects.

Nominated Executive

Agency Secretary/Department Director

Please submit completed nomination form to Vivian Sultan
via fax or e-mail by March 13, 2002. Phone: (916) 327-4795 Fax: (916) 322-4755
E-mail address: VivianSultan@dpa.ca.gov



TRAINING REGISTRATION

CLI Reg. Form (Rev. 10/00)

INSTRUCTIONS: Select one of the training providers listed below. Complete all appropriate sections of the form and mail or fax it to the provider. If you are uncertain about any item, please contact the provider for assistance. This form may be downloaded at www.dpa.ca.gov.

☐ State Training Center (STC) - IMS G-2
 1000 N. Main Street
 Sacramento, CA 95833
 (916) 227-1100
 Fax: (916) 227-1101

NOTIFICATION: The State Training Center (STC) is not responsible for the training of individuals who are not eligible for training. The State Training Center (STC) is not responsible for the training of individuals who are not eligible for training.

ATTENTION: Please contact the State Training Center (STC) for more information.

SECTION 1: NOMINEE INFORMATION		IAA#:	
Nominee's Name, Dept, Division, Address, City/State/ZIP		IMS CODE	CBID
NAME		CUSTOMER CODE	BILLING CODE
DEPARTMENT		CLASSIFICATION	SSN
DIVISION			
ADDRESS		E-MAIL ADDRESS (Internet, Office Vision, etc.)	
CITY, STATE ZIP			
DISABILITY ACCOMMODATION REQUIRED (Auditory, Mobility, Visual, Other)		TELEPHONE NUMBER	FAX NUMBER

SECTION 2: COURSE INFORMATION	
COURSE TITLE (Include number, if appropriate)	Tuition Amount
California Leadership Institute (CLI) - 1000 N. Main Street, Sacramento, CA 95833	\$4,000.00

*****Please complete Nomination form**

THE COURSE	
Orientation	April 10, 2002
Academic Residential Week	May 12-17, 2002
Two - Day Modules	June 17-18, 2002; August 12-13, 2002; October 7-8, 2002; December 2-3, 2002

☐ Completed
☐ Not Completed
☐ Did Not Show
☐ Late Cancel

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SECTION 3: AUTHORIZED SIGNATURE		SECTION 4: CONTACT INFORMATION	
AUTHORIZED SIGNATURE		DATE	TELEPHONE NUMBER
			FAX NUMBER
NAME		IMS CODE	E-MAIL ADDRESS (Internet, Office Vision, etc.)
DEPARTMENT			
DIVISION			
ADDRESS			
CITY, STATE ZIP			

FOR ADDITIONAL INFORMATION, CONTACT
 Training Coordinator Name & Phone
 (if different from person named at left):



Invitation to Suggest a Project

Purpose

The California Leadership Institute (CLI) will commence on April 10, 2002. The Department of Personnel Administration (DPA) is soliciting your input on projects participants can conduct as part of their learning experience.

Projects

DPA is requesting projects that require interagency or interdepartmental collaboration. CLI executives will then select from several nominated projects. Additionally, we encourage you to nominate a “core” team of executives to work on the project, although nominating a team is not a prerequisite for suggesting a project. If you nominate a “core” team, other executives attending CLI may augment the team.

Project Criteria

The suggested projects should meet the following criteria:

- Subject matter should be interagency and interdepartmental or affect statewide systems or processes
- Have identifiable milestones, deliverables or outcomes that can be completed during the nine-month duration of CLI
- Can be accomplished with a three- to six-member team

Action Requested

To suggest a project for CLI, please complete the project nomination form on the reverse and submit to the CLI Coordinator.

Questions?

If you have any questions, please contact:

Vivian Sultan, CLI Coordinator

Department of Personnel Administration at (916) 327-4795

or E-mail VivianSultan@dpa.ca.gov

California Leadership Institute

Project Nomination Form

Agency Secretary/Department Director Name		Phone
Agency		
Name and Title of Agency/Department Sponsor (If different from above)		
Address and Mail Code		
Fax	E-mail	

- 1. Project Statement:** Provide a brief description of the Interagency issue.
- 2. Outcome:** What milestone or deliverable would you like the team to reach?

Complete this section ONLY if you plan to nominate a “core” team with this project.

Project Participants: (Optional - List the executives you plan to nominate to work on this project.)

Signature

Phone

Title

Please submit completed project form to Vivian Sultan
via fax or e-mail by March 13, 2002. Phone: (916) 327-4795 Fax: (916) 322-4755
E-mail address: VivianSultan@dpa.ca.gov



Comments from Past Participants

“Very **valuable** information on California that can be used in making policy decisions.”

“*Effective* leadership can be learned and has characteristics *beyond* management.”

“**Great** deal of information about my leadership style. I can *use* this information to meet with my management team to **increase** our *effectiveness* as a team.”

“Gave me a *greater* **understanding** of the components that **effect** organization *change*.”

CLI provides . . . “**Motivation** to think more focused – thinking outside of the **box**.”

Where Do I Go?

Program Configuration

The program consists of a one-day orientation session in Sacramento, an Academic Residential Week on the campus of University of Cal Poly Pomona and four, two-day sessions in Sacramento.

The orientation will be held at:

University of Southern California (USC)
School of Policy, Planning and Development
Sacramento Campus
1800 I Street
Sacramento, California

The Academic Residential Week will be held at:

University of Cal Poly Pomona
Kellogg West Conference Center
3801 West Temple Avenue
Pomona, California

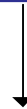
The four, two-day sessions will be held at:

USC's Sacramento Campus at the **address above**

California Leadership Institute

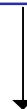
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